

BUREAU OF LAND & WATER QUALITY  
MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

**MAINE WASTE DISCHARGE LICENSE APPLICATION  
FOR SUBSURFACE WASTE WATER DISPOSAL SYSTEM**

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GENERAL INSTRUCTIONS

Please read the entire application form before furnishing any information. If you need assistance in filling out the form or have any questions, please contact your project manager.

Applicants are responsible for publishing public notice of their applications. The notice must be published in a newspaper having a circulation in the area where the discharge occurs. Detailed instructions may be found on page 7 of this form.

There is a license and processing fee required as part of your completed application. The appropriate bill is attached. Please submit the fee at the same time that you file your application. Otherwise, the application can not be accepted for processing.

After completing the application, you must submit one copy, including attachments, to the town or city municipal office where the discharge is to occur with the request that it be placed on file for public review. Mail the original application plus four copies to the attention of your project manager, Department of Environmental Protection, Bureau of Land & Water Quality, State House Station 17, Augusta, Maine 04333. You should also retain a copy for your own records.

Failure to furnish all requested information will result in the application being returned to you. This will delay the processing of your application.

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Your project manager is \_\_\_\_\_

He/She can be reached at \_\_\_\_\_

**SECTION I - APPLICANT AND FACILITY INFORMATION**

For DEP use only

Total Fees Due

Application Number

(Please use a typewriter or print, using ink. Applications completed in pencil will not be accepted.)

1. Applicant Name\_\_\_\_\_

\_\_\_\_\_

2. Applicant Contact\_\_\_\_\_

(name)

(title)

3. Applicant Mailing Address\_\_\_\_\_

(street & number)

\_\_\_\_\_

(town/city) (state)

(zip code) (telephone)

4. Location of facility\_\_\_\_\_

(street & number)

\_\_\_\_\_

(town/city) (state)

(zip code) (telephone)

5. Facility Contact\_\_\_\_\_

(name)

(title)

6. This application is for a \_\_\_ new license \_\_\_ renewal

\_\_\_ amendment \_\_\_ transfer of ownership

a. If new license, submit application, appropriate fee, and Exhibits 1-14.

b. If renewal or amendment, submit application, appropriate fee and Exhibits 2,3,6,7,8 & 15 only.

c. If transfer of ownership only, submit application appropriate fee and Exhibits 1,2,3,4,5 & 6 only.

## **SECTION II - GENERAL INFORMATION**

A pre-application meeting is recommended for all new applications or for proposed expansion of existing systems. The purpose of the meeting is for discussion of the technical issues of the project, to identify any potential environmental concerns, and ensure surface water and ground water quality in the vicinity of the system is maintained and protected. Areas of concern include soils, hydrogeological assessment, wetlands, streams, ground water, erosion and sedimentation control, stormwater management, odors, potential nuisances and adjoining land uses.

Design of a subsurface waste water disposal system may require more than one professional discipline to conduct the necessary studies, sampling, testing and calculations. The appropriate professionals, including the Certified Soil Scientist, Certified Geologist, and Professional Engineer, must stamp and sign all documents, plans and calculations for which they are responsible.

### SECTION III - INFORMATIONAL REQUIREMENTS

The following material will be considered as part of this application. The application will not be accepted for processing until you have submitted all materials checked by an (X).

- \_\_\_ APPLICATION FEES - Submit the processing and license fees specified on the enclosed bill.
- \_\_\_ EXHIBIT #1 - PROOF OF RIGHT, TITLE & INTEREST - Submit evidence of ownership or interest in the property on which the treatment or disposal system will be located. A deed is required for owner, lease agreement for renter, or purchase agreement for purchaser. If any part of the facility is located on property owned or controlled by another person, submit a copy of all such deeded easements.
- \_\_\_ EXHIBIT #2 - EVIDENCE OF PUBLIC NOTICE - Complete the public notice requirements as directed on pages 7-9 of this application.
- \_\_\_ EXHIBIT #3 - ATTESTATION - Complete forms on pages 10 & 11 of this application. For a municipality, the application must be signed by a principal executive officer or ranking elected official; for a corporation, by a responsible corporate officer; for a partnership or proprietorship, by a partner or the proprietor.
- \_\_\_ EXHIBIT #4 - CERTIFICATION OF GOOD STANDING - Submit this document issued from the Secretary of the State of Maine. (Required for corporations submitting new applications or for transfer of ownership)
- \_\_\_ EXHIBIT #5 - TRANSFER OF OWNERSHIP - Complete the form on page 12 of this application.
- \_\_\_ EXHIBIT #6 - GEOGRAPHIC SITE MAPS - Submit a copy of a U. S. Geological Survey (USGS) or U.S. Coastal and Geodetic Survey map with a scale of 1:24,000 (7 1/2 minute series) illustrating the geographic site and delineation of the property. Also submit a copy of a tax map from the Assessor's office in the town or city where the facility is located. The tax map should identify the map and lot number of the property as well as the names of abutting property owners. If possible, indicate updated property line dimensions, location of wells, dwellings, any significant land use changes and the location of the treatment and disposal facility.

- \_\_\_\_ EXHIBIT #7 - CONSTRUCTION SCHEDULE - Submit an estimated construction schedule for new facilities and proposed expansions of existing facilities.
- \_\_\_\_ EXHIBIT #8 - SOURCE DESCRIPTION - Provide information as to the source and nature of the waste water including but not limited to; industrial input to the system, population served, and design flows.
- \_\_\_\_ EXHIBIT #9 - SITE INFORMATION - All applicants must submit a Class B, High Intensity Soil Survey performed by a Certified Soil Scientist, identifying the soil types in the vicinity of the subsurface waste water disposal system and an assessment of the suitability of the soils for treatment and disposal of waste water. A detailed topographic site plan shall be submitted including existing and finished grade contours, location of wetland areas, rock outcroppings, vegetative cover, streams, and any other natural or man made features that may affect development, operation or performance of the subsurface waste water disposal system.
- \_\_\_\_ EXHIBIT #10 - PRETREATMENT - Submit a description of the treatment process from influent to effluent, characteristics of influent and effluent, detention times, methods of odor control, equipment used in the treatment process and a schematic of the pretreatment process.
- \_\_\_\_ EXHIBIT #11 - STORAGE FACILITY - Submit a description of the method of storage of waste water before subsurface treatment. If the storage facility involves a lagoon, then the applicant must demonstrate the facility is sited and designed to minimize leakage and will not violate surface water or ground water water quality standards. Submit an assessment of ground water elevations and flow direction, performed by a certified Geologist, in the vicinity of the storage lagoon(s) and a summary of design criteria utilized to determine storage capacity for the facility. The summary shall include, but not be limited to, precipitation and evapotranspiration rates, flow rates, leakage rates, liner selection, and a schematic of waste water flow through the system.

- EXHIBIT #12 - SUBSURFACE TREATMENT SYSTEM - Submit plans illustrating the design and layout of the treatment and distribution systems. Submit an erosion and sediment control plan, a vegetative management plan and surface water control plan. Submit information and calculations to support the proposed hydraulic/pollutant loading rate.
- EXHIBIT #13 - OPERATIONAL/ENVIRONMENTAL MONITORING PLANS Submit plans for monitoring of ground water, surface waters, waste water, and operations. Ground water plans shall include schedules and parameters to be monitored, monitoring well locations and a diagram of the monitoring well design. Surface water and waste water plans shall include location of monitoring stations, monitoring parameters and schedules. Operational monitoring shall include storage elevation, precipitation, volume, dates and areas irrigated.
- EXHIBIT #14 - CONSENT AGREEMENTS, COURT ORDERS, ETC. Describe any orders which you are under by any Federal, State, or local authority to meet any implementation schedule for the construction, upgrading or operation of waste water treatment equipment or practices of any other environmental programs which may affect the discharge described in the application. These may include, but are not limited to conditions, administrative or enforcement orders, enforcement compliance schedule letters, stipulations, court orders, and grant or loan conditions.
- EXHIBIT #15 - LICENSE RENEWAL OR AMENDMENT - Submit an updated source description; identify type or treatment and distribution system; summarize past performance; demonstrate compliance with the effective waste discharge license; describe any proposed changes in the system or operation of the system; and if applicable, proposed changes in the effective waste discharge license.

## EXHIBIT 2 - EVIDENCE OF PUBLIC NOTICE

Complete the public notice requirements as directed below and on pages 8 and 9 of this application.

### INSTRUCTIONS FOR PUBLISHING PUBLIC NOTICES

Applicants for waste discharge licenses are required to publish a public notice that an application is being filed with DEP. The notice must be published within 30 days prior to the application being filed with the DEP. The notice should be published in the legal advertisement section of a newspaper having a general circulation in the area where the discharge will occur. If the public notice is not published at the proper time or if the application is returned because it is incomplete, you may be asked to have the public notice published a second time.

Applicants are also required to send a copy of the public notice by certified mail to all abutting property owners within 30 days prior to the application being filed with the DEP.

Finally, applicants are required to send a copy of the public notice by certified mail to the town or city clerk of each municipality where the project is located within 30 days prior to the application being filed with the DEP. Applicants must also file a duplicate copy of the application with each municipality.

Using the format of page 9 of this application, fill in the blanks with the indicated information. Then detach the notice and submit it to the advertising department of the newspaper which you have selected.

Exhibit 2 will consist of both the completed Certification of Publication from page 8 of this application and a copy of the completed Public Notice Format from page 9 of this application.

**CERTIFICATION OF PUBLICATION**

By signing below, the applicant (or authorized agent) certifies that he or she has:

1. Published a Notice of Intent to File once in a newspaper circulated in the area where the project site is located within thirty days prior to the filing of the application;
2. Sent a completed copy of the Notice of Intent to File by certified mail to the owners of the property abutting the land upon which the project site is located within thirty days prior to the filing of the application;
3. Sent a completed copy of the Notice of Intent to File by certified mail and filed a duplicate of this application with the town clerk or city clerk of the municipality(ies) where the project is located; and
4. Where the application is for a new wastewater discharge license for a discharge greater than 25,000 gallons per day, provided notice of and held a public informational meeting in accordance with Chapter 2, Rules Concerning the Processing of Applications, Section 8, prior to filing the application. Notice of the meeting was sent by certified mail to abutters and to the town clerk and city clerk of the municipality(ies) where the project is located at least 10 days prior to the meeting. Notice of the meeting was also published once in the newspaper circulated in the area where the project site is located at least 7 days prior to the meeting. (NOTE: A Public Informational Meeting is not required for residential subdivisions with 20 or fewer developable lots.)

Approximately \_\_\_\_\_ members of the public attended the Public Informational Meeting.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
name and title of applicant

\_\_\_\_\_  
Print

If signature is other than that of the applicant, attach letter of agent authorization signed by applicant.



**NOTICE OF INTENT TO FILE MAINE WASTE DISCHARGE LICENSE APPLICATION**

Please take notice that \_\_\_\_\_ of  
\_\_\_\_\_ (applicant)  
\_\_\_\_\_ is intending  
\_\_\_\_\_ (address and telephone number)

to file an application with the Maine Department of  
Environmental Protection for a Maine Waste Discharge  
License pursuant to 38 MRSA Sections 413 and 414-A. The  
application is for the installation and/or operation of a  
subsurface waste water disposal system for treatment and  
disposal of \_\_\_\_\_ of waste water from  
\_\_\_\_\_ (influent, avg. daily flow, gal/day)

\_\_\_\_\_ (source)  
in the town/city of \_\_\_\_\_.  
\_\_\_\_\_ (municipality, tax map or number)

The application will be filed on or about

\_\_\_\_\_ for public inspection at the  
\_\_\_\_\_ (anticipated filing date)

DEP's offices in Augusta during normal working hours. A  
copy of the application may also be seen at the municipal  
offices in \_\_\_\_\_, Maine  
\_\_\_\_\_ (town/city)

A request for a public hearing or a request that the Board of  
Environmental Protection assume jurisdiction over this application  
must be received by the Department, in writing, no later than 20 days  
after the application is found by the Department to be complete and  
is accepted for processing. Public comment on the application will  
be accepted throughout the processing of the application. Written  
public comments may be sent to the Department of Environmental  
Protection, Bureau of Land & Water Quality, State House Station #17,  
Augusta, Maine 04333.

**EXHIBIT 3 - ATTESTATION**

Complete the forms on pages 10 and 11 of this application.

\_\_\_\_\_, hereby applies for a waste discharge license from the State of Maine Department of Environmental Protection under the provisions of Title 38, Chapter 3, Sections 413, 414, and 464 of the Maine Revised Statutes Annotated, as amended, to install and/or operate a subsurface waste water disposal system

located in the municipality of \_\_\_\_\_.

Applicant agrees to submit all information and supplemental materials for approval by the DEP. Such approval shall be obtained prior to the commencement of construction. Applicant further agrees that the staff of the Department may inspect the facility at various stages of construction to ascertain that said facility is conforming to the plans and specifications so approved.

The information contained in this application and all attached exhibits are, to the best of my knowledge, true. All materials submitted to substantiate this application shall be considered part of the application and identified by the applicant as exhibits.

I am familiar with, and understand the statutory requirements of MRSA Title 38, Chapter 3 which include the "Water Classification Program" and the "Protection and Improvement of Waters".

I hereby certify that a copy of this application has been forwarded to the municipal office of the city/town in which the system is to be located with the request that it be placed on file for public review. I further certify that I have provided the public notice of this application, and I am providing evidence of such notice.

\_\_\_\_\_  
(Applicant or Authorized Agent\* of Applicant and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\*If authorized agent for applicant, attach a letter of authorization to this exhibit.

ASSISTING PARTIES

If the applicant has been assisted in preparing this application, the person assisting must sign below.

Name of person assisting\_\_\_\_\_

Company name and title\_\_\_\_\_

Telephone\_\_\_\_\_

Address\_\_\_\_\_

(street & number)

\_\_\_\_\_  
(city) (county) (state) (zip code)

SIGNED\_\_\_\_\_

(signature of person assisting)

(date)

**EXHIBIT 5 - TRANSFER OF OWNERSHIP**

If you are applying to transfer ownership of the facility regulated by a Maine Waste Discharge License, please complete the following.

NAME OF EXISTING LICENSE HOLDER\_\_\_\_\_

ADDRESS\_\_\_\_\_

LICENSE NUMBER\_\_\_\_\_

TELEPHONE NUMBER\_\_\_\_\_

Please describe any changes in waste water volume, the nature of the waste water treated, or changes in the treatment system since issuance of the current license and any which are proposed for the future:

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Please describe or provide evidence of the applicant's technical and financial capacity to comply with all the conditions of the current Waste Discharge License and applicable statutes and regulations:

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